



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

August 31, 2005

To: All Department Heads

From: Michael J. Henry  
Director of Personnel

Subject: **TEMPORARY PERSONNEL SERVICES CONTRACTS**

This is to request your assistance in ensuring that your department complies with procedures for clearing temporary personnel services contracts. Specifically, pursuant to our memos dated March 12, 1997 and April 2, 1997, departments are required to provide advance notification to the Chief Administrative Office (CAO), the Department of Human Resources (DHR) and affected unions when new and renewal temporary personnel services contracts and extensions are to be filed on the Board's Agenda.

Over the past several months, some departments have not fully complied with requirements regarding advance notification to CAO, DHR and affected unions when new and renewal temporary personnel services contracts and extensions are to be filed with the Board. In some cases, CAO, DHR, and the affected union(s) have not been made aware of proposed temporary personnel contract matters until the items appeared on the Board's agenda. As a result, on occasion, items have had to be pulled off the Board's agenda in order to accommodate consultations with the affected unions. In other instances, representatives of the affected unions have appeared before the Board to oppose contracts for temporary personnel services because they were not consulted in advance regarding the contracts.

In order to allow time for appropriate input by all concerned and avoid delays in having contracts considered by the Board, please ensure that your staff notifies DHR, CAO and the affected unions prior to filing Board letters for temporary personnel services contracts. In addition, prior to release of a Request For Proposal (RFP) for such contracts, please ensure that your staff provides a copy of the RFP to the affected union and in coordination with the Chief Administrative Office Employee Relations Division offers to meet and consult with the union within ten (10) business days.

If you have any questions or require additional information, please call me, or your staff may contact Steven Hill of my staff at (213) 974-2519.

MJH:REB

SBH:ck

c: Each Supervisor  
Administrative Deputies  
Personnel Officers

H:ContraxDHs805

*To Enrich Lives Through Effective and Caring Service*